



City of Seat Pleasant

Office of the City Administrator

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name Administration_____

Date of Report April 28, 2017 Reporting Period April 1 – April 28, 2017

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster, and personalized.

Meetings and events were scheduled and attended as follows:

- *I-Net regarding assistance to the City regarding connectivity issues at public works*
- *University of Harrisburg Smart City Summit*
- *Executive Team Strategy Meetings*
- *I-Net quarterly meeting re FY 18 Budget*
- *ADP Training re access to time card records*
- *Personnel Meetings with HR Department regarding several employees*
- *Completed Budgeting for Outcomes Offers for presentation to City Council*
- *Reviewed, revised, and edited Permit and Licenses Fees section of the Code of ordinances for review and approval by City Attorney to be submitted to City Council for consideration and vote*
- *Reviewed, revised and edited Personnel Rules and Regulations Manual for consideration and approval by City Council. City attorney has reviewed and approved the revisions and recommendations of the administration*
- *Daily on-going conference calls, telephone, and electronic communications with Verizon and Adtran re connectivity and non-service issues including billing disputes*
- *Telephone and electronic communication with State Highway Administration, Board of Education, and Office of Central Services regarding property log maintenance. These communications have been on-going to resolve the issue of maintenance and reimbursement to the city. SHA has requested that the City establish an MOU with them for the City to continue with maintenance for reimbursement of \$1,500 per year. This is the maximum amount that SHA will reimburse the City. The administration is still working on resolution with the other agencies.*
- *Spoke with SHA Deputy District Engineer regarding lot maintenance issues and for a representative to attend a public meeting to discuss traffic concerns of City residents at Pleasant Homes Apartment Development. He was provided the contact information for the public works director.*

- *LGIT claim has been filed concerning the playground fire on Seat Pleasant Drive*

Analyze department improvements that are needed and/or achieved based on the Smart City model.

Executive Team and entire staff directed to familiarize themselves with the definition of Smart City and to become knowledgeable about the components of being a Smart City.

City Administrator was formally asked by the Outreach Coordinator of the Capital Area Food Bank to provide the presentation concerning the myths associated with the Safeway Store closing. The response was provided was that while the City could agree to provide another presentation, the current policy is that the City does not provide hard copies or electronic copies of presentations to any individual, group, or organization. The intent of course is to keep the City's presentations close as the desire is to avoid the City's hard work to be copied or duplicated by others.

The City now has the capability to electronic mail certified letters. This eliminate the need to physically go to the post office for this service.

The City has also received certification and replace the pads for the AED (defibulator)

Departmental Improvements are needed in both Public Works and the City's Police Department in terms of vehicle accident and claims.

Indicate problems identified, barriers encountered and solutions reached.

Verizon issues still on-going. Some progress has been made in terms of identifying the IP address related to the connectivity problems. To inform you of just how time-consuming this issue has been since December 2016 for the month of April 2017, the City Administrator has responded to, or initiated 63 emails to Verizon, not including phone class to them, I-Net and the City's IT firm Now Technologies.

Identify goals for the next reporting period.

Meeting with I-Net is scheduled re drawings for underground fiber that will need to be built between city hall and public works.

Meeting with owner of the Discount Mart to discuss quality of life issues ad resolution and an MOU will be developed authorizing City police authority to arrest violators on private property who disregard trespass and loitering policies.

Chief is to coordinate meetings, and partnerships with Metropolitan Police Department concerning border crimes. Partnerships and coordination is also recommended with District % MPD and DC Ward V Council representative.

The response from LGIT received today regarding the Gaskins Property damage appears below:

The claim for the Gaskins property is still being reviewed. As discussed, there is a possibility that the City has three claims for this property. It's been determined that there was a roof leak, pipe burst and sump pump failure. If we determine that three separate losses have occurred there will be a deductible of \$5,000 applied to each. LGIT hired an independent adjuster who has inspected the property and has written estimates for the damages that could have resulted from any of the losses. Once we determine how many claims the City has we will know whether any of the estimates exceed the City's deductible for each loss. If any of the estimated repairs for each loss exceed the City's deductible LGIT will issue a claim payment to the City for that damage

Examples of Goals

Goal _____% reduction in household consumable waste (based on statistics from refuse contractor)

Goal _____% increase in recyclables (based on statistics from refuse contractor)

Goal _____% increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)

Goal _____% increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Revenue

Line Item _____

FY _____ Budget (Previous Year)	FY _____ Budget (Current Year)	FY _____ Actual (Current Year)

Expenditures

Line Item _____

FY _____ Budget (Previous Year)	FY _____ Budget (Current Year)	FY _____ Actual (Current Year)

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.